



## The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth  
Public Records Division

Shawn A. Williams  
*Supervisor of Records*

February 19, 2013

Mr. Shawn Musgrave  
c/o **Muckrock News**  
DEPT MR 2592  
P. O. Box 55819  
Boston, MA 02205-5819

Dear Mr. Musgrave:

The Division of Public Records has received your public records request. Specifically, you requested a copy of a "database of all public records custodians for state and municipal agencies compiled from Form RCB-4 and Form RMU-4, respectively."

While there is no "database" responsive to your request, the Records Conservation Board (Board) receives copies of Form RCB-4 – Records Liaison Officer Designation from state agencies who have designated staff members as liaison officers. Similarly, the Records Management Unit (RMU) receives copies of RMU-4 – Records Liaison Officer Designation from municipal entities who have designated staff members as liaison officers.

At my request the State Archivist, as Secretary of the Board has provided a copy of all RCB-4 forms submitted since 2011 which are enclosed with this letter. I also communicated with Mr. Terry French, the Public Records Analyst. He informed me that he has no records responsive to your request. To the best of my knowledge the enclosed copies represent all records responsive to your request. All fees associated with this search have been waived.

The *Citizen's Guide to State Services (Guide)*, published by another division of the Office of the Secretary of the Commonwealth, is a good reference source when trying to determine which governmental entity is responsible for a certain subject matter. The web site for the *Guide* is [www.sec.state.ma.us/cis/ciscig/guide.html](http://www.sec.state.ma.us/cis/ciscig/guide.html).

Very truly yours,

A handwritten signature in black ink, appearing to read "Shawn A. Williams".

Shawn A. Williams  
Director-Supervisor of Records

Enclosures

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Arthur L. Murchison, Director is hereby designated as Records

*Print or Type Name*

Liaison Officer for Administration and Finance

*Executive Officer, Authority*

Department of Revenue

*Department/Agency*

*Division, Unit, etc.*

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

Arthur L. Murchison

*Signature of Department Head or Authorized Agent*

December 11, 2012

*Date*

Arthur L. Murchison

*Arthur L. Murchison, Director*

*Records Liaison Officer*

Address: 200 Arlington Street

Chelsea, MA 02150

Telephone: 617-887-4831

Cite legislation governing activities of this agency: 830 CMR Chapter 62C, section 69

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: rcb@sec.state.ma.us

Website: www.sec.state.ma.us/arc/arcemu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 – RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Michael Dumont is hereby designated as Records

*Print or Type Name*

Liaison Officer for Executive Office for Administration and Finance

*Executive Office, Authority*

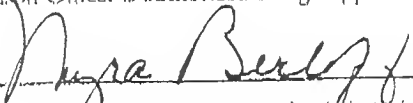
Massachusetts Office on Disability

*Department/Agency*

*Division, Unit, etc*

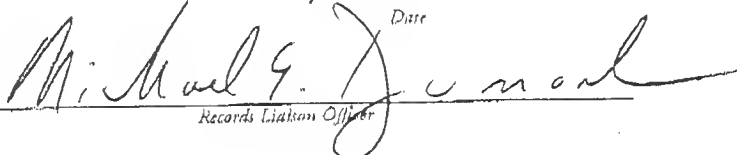
The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

  
*Signature of Department Head or Authorized Agent*

3/24/11

*Date*

  
*Records Liaison Officer*

Address: One Ashburton Place

Room 1305

Boston, MA 02108

Telephone 617-727-7440

Cite legislation governing activities of this agency: M.G.L.c.6, sec 185

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 – RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, William Bailey is hereby designated as Records  
Print or Type Name

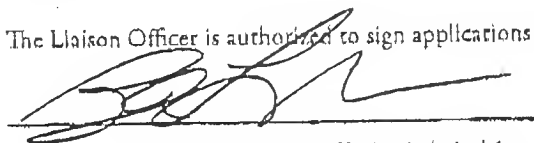
Liaison Officer for Executive Office of Health and Human Services  
Executive Office, Authority

Department of Mental Health  
Department Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.



Signature of Department Head or Authorized Agent

August 3, 2011  
Date



Records Liaison Officer

Address: Dept. of Mental Health

25 Staniford Street, Legal Office

Boston, MA 02114

Telephone (617) 626-8163

Cite legislation governing activities of this agency: M.G.L. c. 19 and c. 123; 104 C.M.R.

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 – RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Stephanie P. Blanchard is hereby designated as Records  
Print or Type Name

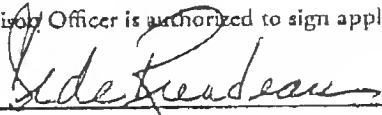
Liaison Officer for Plymouth Housing Authority  
Executive Office, Authority

Department/Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

 12/24/12  
Signature of Department Head or Authorized Agent Date

  
Records Liaison Officer

Address: 130 Court Street

Plymouth, MA 02360

Telephone: 508-746-2105

Cite legislation governing activities of this agency: 760 CMR, MGL 121B, Chapter 667, 200, 705, 689,

CFR Title 24 (24CFR).

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: rcb@sec.state.ma.us

Website: www.sec.state.ma.us/arc/arcrmu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Deborah M. Cassano is hereby designated as Records  
Print or Type Name

Liaison Officer for EOHED  
Executive Office, Authority

Division of Professional Licensure  
Department / Agency Division, Unit, etc

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

Richard P. Pay  
Signature of Department Head or Authorized Agent

10/3/12  
Date

Deborah M. Cassano  
Records Liaison Officer

Address: 1000 Washington Street

Suite 710

Boston, MA 02115

Telephone (617) 727-3110

Cite legislation governing activities of this agency: \_\_\_\_\_

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1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Joseph D'Andrea is hereby designated as Records

Print or Type Name

Liaison Officer for

Framingham State University

Executive Office, Authority

Dept of Psychology and Philosophy

Department, Agency

Division, Unit, etc

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

Joseph D'Andrea  
Signature of Department Head or Authorized Agent

7/16/12  
Date

Joseph D'Andrea  
Records Liaison Officer

Address: 100 State St

Framingham, MA

01701

Telephone: 508-626-4883

Cite legislation governing activities of this agency: Mass General Laws Ch. 15, 201 CMR 17.00

Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

Respond to:  
idandrea@framingham.edu

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: rcb@sec.state.ma.us

Website: www.sec.state.ma.us/arc/arcimu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Michael Bishop is hereby designated as Records

Print or Type Name

Liaison Officer for Victim + Witness Assistance Board

Executive Officer, Authority

MA office for Victim Assistance

Department/Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

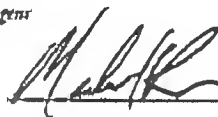
The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.



Signature of Department Head or Authorized Agent

6/18/12

Date



Records Liaison Officer

Address: Mova Suite 1101

1 Ashburton Place

Boston, MA 02108

Telephone 617-727-5200

Cite legislation governing activities of this agency: M.G.L. Chapter 258B

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency



# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Raquel M. Duverge is hereby designated as Records  
Print or Type Name

Liaison Officer for Transportation

Executive Office, Authority

Mass. Dept. of Transportation Divisions: Aeronautics, Highway, Rail & T, Registry of Motor Vehicle

Department / Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

  
Signature of Department Head or Authorized Agent

9/27/12  
Date

Raquel M. Duverge  
Records Liaison Officer

Address: 10 Park Plaza, Suite 3170

Boston, MA 02111

Telephone 857-368-6474

Cite legislation governing activities of this agency: \_\_\_\_\_

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcmmu/mmuidx.htm](http://www.sec.state.ma.us/arc/arcmmu/mmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Aide R Iannotti is hereby designated as Records  
Print or Type Name

Liaison Officer for Drugs of Abuse Laboratory  
Executive Office, Authority  
UMASS Medical School Worcester MA 01655  
Department Agency Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

Ellen Adelin 5/2/12  
Signature of Department Head or Authorized Agent Date

[Signature]  
Records Liaison Officer

Change  
of  
Liaison

Address: U Mass Medical School  
55 Lake Ave No.  
Worcester MA 01655

Telephone 508-856-6275

ing activities of this agency: Ch 75 Section 36B  
Mass Gen Laws

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Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Lydia Polanco-Pena is hereby designated as Records

Print or Type Name

Liaison Officer for MASSACHUSETTS College of Art and Design

Executive Office, Authority

Undergraduate Admissions Office

Department / Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

[Signature]

Signature of Department Head or Authorized Agent

4/20/12

Date

Lydia Polanco-Pena

Records Liaison Officer

Address: 621 Huntington Avenue  
Boston MA 02115

Telephone 617-879-7222

Cite legislation governing activities of this agency: M.G.L. Ch. 30, S. 42

### Copy Distribution:

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2. Submitting Agency



DEVAL L. PATRICK  
Governor

TIMOTHY P. MURRAY  
Lieutenant Governor

JUDYANN BIGBY, M.D.  
Secretary

BARBARA A. LEADHOLM, M.S., M.B.A.  
Commissioner

*The Commonwealth of Massachusetts*  
*Executive Office of Health and Human Services*  
*Department of Mental Health*  
*25 Staniford Street*  
*Boston, Massachusetts 02114-2575*

(617) 626-8000  
TTY (617) 727-9842  
[www.state.ma.us/dmh](http://www.state.ma.us/dmh)

August 3, 2011

Records Conservation Board  
Massachusetts Archives  
220 Morrissey Blvd.  
Boston, MA 02125-3384

Re: Dept. of Mental Health – New Records Liaison Officer Designation

To Whom It May Concern:

Please know that I am the newly appointed Director of Privacy & Compliance for the Department of Mental Health. As such I will also be serving as the DMH Records Liaison Officer with your Board

Accordingly, enclosed you will find a completed form RCB-4 notifying your Board of my designation. The form is signed by Barbara Leadholm, in her capacity as Commissioner of the Department of Mental Health. Please let me know if I can be of further assistance to you in this or any other matter, and I look forward to working with the Board in my new capacity.

Very truly yours,

A handwritten signature in dark ink, appearing to read "William Bailey".

William Bailey  
Director of Privacy & Compliance  
Direct Dial (617) 626-8163

Enclosure

# The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board - Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: [rcb@sec.state.ma.us](mailto:rcb@sec.state.ma.us)

Website: [www.sec.state.ma.us/arc/arcmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcmu/rmuidx.htm)

Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, William Bailey is hereby designated as Records

*Print or Type Name*

Liaison Officer for Executive Office of Health and Human Services

*Executive Office, Authority*

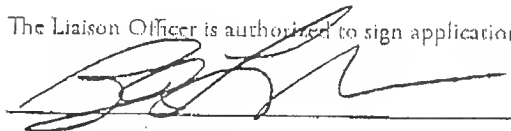
Department of Mental Health

*Department / Agency*

*Division, Unit, etc.*

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.



*Signature of Department Head or Authorized Agent*

August 3, 2011

*Date*



*Records Liaison Officer*

Address: Dept. of Mental Health

25 Staniford Street, Legal Office

Boston, MA 02114

Telephone (617) 626-8163

Cite legislation governing activities of this agency: M.G.L. c. 19 and c. 123; 104 C.M.R.

### Copy Distribution:

1. Records Conservation Board
2. Submitting Agency

# The Commonwealth of Massachusetts

William Francis Galvin  
Secretary of the Commonwealth  
Records Conservation Board - Massachusetts Archives at Columbia Point  
220 Morrissey Blvd., Boston, Massachusetts 02125-3384  
Email: rcb@sec.state.ma.us  
Website: www.sec.state.ma.us/arc/arcrmu/rmuldx.htm  
Phone: 617-727-2816 Fax: 617-288-8429

## FORM RCB-4 - RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, Amy Blue is hereby designated as Records

Print or Type Name

Liaison Officer for

Executive Office, Authority

Division of Insurance

Department Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead

Christopher S. Lu

4/8/11

Signature of Department Head or Authorized Agent

Date

Amy Blue

Records Liaison Officer

Address: 1000 Washington Street

Suite 810

Boston, MA 02118

Telephone: (617) 521-7560

Cite legislation governing activities of this agency: M.G.L. C. 175, C. 175A - K,

C. 176, C. 176A - P, C. 174A + B

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